



## Updates & Implementation Guidance

The Rhode Island Interim Assessment (RIIA) system will be launching mid-September. This document includes important information and updates about the RIIA system for Districts and LEAs who are implementing the fixed form assessments and/or the test construction tool. Any questions can be directed to the RIIA project lead, Jessica Brown ([jessica.brown@ride.ri.gov](mailto:jessica.brown@ride.ri.gov), 222-8253).

### Updates

#### *Fixed Form Assessments*

The fixed form assessments system—the test management system—will launch in mid-September. Through the test management system district and school administrators will set testing windows, teachers will assign students to tests, and they will be able to prepare materials for administration.

#### **Interim assessment training**

The interim assessment training is a train the trainer model. Participants will be responsible for training school and/or district staff to use the various components of the system. Participants will learn to set/approve test windows, assign students to tests, print test materials for administration, and administer tests online.

One district staff member **plus** no more than two per school administering the interim assessments are recommended to attend. Suggested participants include LEA or school testing coordinator, assistant superintendent, principal or assistant principal, and a Math or ELA instructional leader from school.

There are two opportunities to attend interim assessment training.

**Thursday, September 20<sup>th</sup> from 8:30-11:30** (registration begins at 8:00)

Crowne Plaza in Warwick

Register on eRIDE using [link](#)

**OR**

**Wednesday, September 26<sup>th</sup> from 1:00-4:00** (registration begins at 12:30)

Crowne Plaza in Warwick

Register on eRIDE using [link](#)

#### **Test Windows**

RIDE will set the initial testing window for the first fixed form assessments. During this first year RIDE will set windows lasting two weeks. In future years RIDE will likely set one month windows. This difference relates to an update below regarding scoring and the turn-around time for reporting of results.

Districts can choose to narrow this window for their schools, but the tests cannot be administered outside of the window.

The dates RIDE has set for the 2012-13 school year are:

- Nov 1<sup>st</sup> -16<sup>th</sup>
- February 1<sup>st</sup> – 14<sup>th</sup>
- April 1<sup>st</sup> – 11<sup>th</sup>

### **Scanning & Scoring**

Scanning capabilities within the Interim Assessment system will not be available for fixed form assessments during the 2012-13 school year. Measured Progress will instead be scanning and professionally scoring the tests. Teachers will not be scoring the constructed-response items during the 2012-13 school year, but will be expected to score them in future years.

Tests taken on paper will need to be mailed back to Measured Progress at no charge. Schools will receive shipping labels and the shipping vendor will pick up the materials the next business day after the state testing window.

Professional development opportunities on interpreting results and scoring will be offered throughout the year; dates have yet to be determined. A small sample of items in each grade and content area will be available for teachers to practice scoring items; however they will not be counted toward student scores.

### **Reporting**

Results will be available through reports in the Instructional Management System (IMS). During the 2012-13 school year results will be available within one month of testing. In future years, when teachers are scoring the constructed-response items instead of Measured Progress, the results will be available as soon as the teachers complete the scoring process. Student and classroom reports will be available.

### *Test Construction Tool*

The test construction tool launches mid-January 2013. Items available in the tool will include items in grades 3-11 for mathematics and ELA that are written to the Common Core State Standards.

### **Test Construction Tool Training**

Training will begin in January, but exact dates are to be determined. The training will include webinars, and possibly in-person training. Trainees will be responsible for creating tests using the tool and training teachers how to create tests, setting/approving test windows, assign students to tests, print test materials for administration, and/or administer tests online.

### **Scanning & Scoring**

Scanning paper tests into the Interim Assessment system is required so that they can be scored; there will not be an option to mail test materials to Measured Progress for scanning and scoring. Scanners need to be TWAIN compliant; they should have a multi-feed tray to maximize efficiency of the scanning process.

Scoring of multiple-choice items is handled automatically by the system (either if the test is taken online or once the paper version is scanned into the system).

Scoring of constructed-response items is done locally by teachers. Teachers can score their own students items, or they can use an anonymous, distributed scoring process where other teachers score their students work.

Constructed-response items taken on paper must be scanned into the system in order to be scored.

## Reporting

Results will be available through reports in the Instructional Management System (IMS). Various reports will be available, including student and classroom reports. Results from the tests created using the test construction tool will be available soon after all of the items have been scored, including the constructed-response items scored locally by teachers.

## Student Software

Software will need to be downloaded and installed on student computers so that they can access the online testing environment. This should be done at least by October so that students can practice using the system. This is applicable for both the fixed form assessments and the test construction tool. The software will be available in August and will be distributed to participating LEAs.

## Timeline & To-Do's

<p><b><u>August</u></b></p> <p>Install testing software on student computers Identify district and school personnel to attend training Central office &amp; Principals communicate with identified personnel about their role and training dates</p>	<p><b><u>September</u></b></p> <p>Test Management system launches Identified personnel attend training Continue installing testing software on student computers</p>
<p><b><u>October</u></b></p> <p>Trainers begin to share materials with other district and school staff, including teachers Teachers practice using the test management system Students practice using the online testing system Districts accept or narrow the test window</p>	<p><b><u>November</u></b></p> <p>Teachers print student logins for online testing and print materials for paper testing <i>(also can be done in October)</i> First Fixed Form test administration begins Nov 1<sup>st</sup> Schools mail any paper-based tests to Measured Progress for scanning &amp; scoring</p>
<p><b><u>December</u></b></p> <p>Test results available in the IMS</p>	<p><b><u>January</u></b></p> <p>Test Construction Tool launches</p>
<p><b><u>February</u></b></p> <p>Second administration of fixed form assessments</p>	<p><b><u>April</u></b></p> <p>Third administration of fixed form assessments</p>

## Implementation Deployment Checklist

<b>ASSESSMENT FUNCTIONALITY – Rhode Island Interim Assessments</b>	
Decisions have been made regarding whether or not to use the Rhode Island Interim Assessments (fixed form) by content (ELA and/or Math), grade (3-11), and particular schools or classrooms.	<input type="checkbox"/>
Decisions have been made regarding whether or not the Rhode Island Interim Assessments test construction tool will be utilized by content (ELA and/or Math), grade (3-11), and particular schools or classrooms.	<input type="checkbox"/>
Personnel have been identified who will attend training offered by the state prior to each testing window and have been notified of this responsibility.	<input type="checkbox"/>
A technology coordinator for interim assessments has been identified and notified of this responsibility.	<input type="checkbox"/>
A decision has been made regarding whether interim assessments will be administered on paper or the computer.	<input type="checkbox"/>
If paper-based interim test administration has been chosen for tests created in the test construction tool, scanners are available to scan tests into the system for scoring.	<input type="checkbox"/>
If using scanners for test forms, personnel have been identified who will scan tests into the system and they have been notified of the responsibility.	<input type="checkbox"/>
If computer-based interim test administration has been chosen, computer labs are available to meet the testing need and someone has been identified who will schedule the use of the labs.	<input type="checkbox"/>
The student testing software has been installed on student computers (prior to November if using fixed forms, prior to January if using test construction tool).	<input type="checkbox"/>
For computer-based test administration, a decision has been made regarding when students will start taking practice interim assessments prior to the first testing window.	<input type="checkbox"/>
A decision has been made regarding whether or not to employ a distributed scoring process for the test construction tool tests and whether or not educators share scoring responsibility across the district or the school.	<input type="checkbox"/>
A procedure for enforcing the completion of scoring for tests from the test construction tool has been identified and communicated to the appropriate personnel.	<input type="checkbox"/>